

	Community Development Permit Center	Procedure:	BLDG-0126
	One Twin Pines Lane, Suite 110 Belmont, CA 94002	Effective Date:	8/28/2002
	Commercial Projects Require Design Professionals	Last Revised:	1/15/2016
		Approved by:	
		Mark A. Nolfi Building Official	

Plans for a commercial project must be drawn by a registered design professional

Per Section 107.1 of the California Building Code

The Building Division receives many applications for commercial work where the plans have been drawn by persons other than design professionals. Commercial projects must meet the requirements of the California Accessibility Building Codes. These codes are complex and the ramifications for the business owner and property owner are serious. Architects must attend continuing education for the accessibility codes. As such, commercial designs are not for the lay person.

The applicant must submit to the Building Division plans that have been prepared, wet-stamped and signed by a licensed design professional. The minimum size paper accepted is 11" x 17". The plans must contain sufficient information for department personnel to determine whether the proposed work complies with current codes. The plans shall include the following:

Three sets of plans that contain the following:

- a) Plot plan if applicable
- b) Floor plan of the project area
- c) Project data table
- d) Accessibility compliance
- e) Structural plans
- f) Mechanical, electrical, & plumbing detail

Two sets of the following:

- a) Structural calculations
- b) Energy report

A separate plan & permit for fire sprinklers may be required.